

AMENDMENTS TO CLASSIFICATION ACT OF 1923 RELATIVE TO PROMOTIONS

FEBRUARY 24, 1925.—Committed to the Committee of the Whole House on the state of the Union and ordered to be printed

MR. LEHLBACH, from the Committee on Civil Service, submitted the following

REPORT

[To accompany H. R. 12334]

The Committee on the Civil Service, to which was referred H. R. 12334, report the same to the House with the recommendation that the bill be passed.

The text of the bill is as follows:

[H. R. 12334, Sixty-eighth Congress, second session]

A BILL To amend the act entitled "An act to provide for the classification of civilian positions within the District of Columbia and in the field services," approved March 4, 1923, and the act amendatory thereof and supplementary thereto

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the act entitled "An act to provide for the classification of civilian positions within the District of Columbia and in the field services," approved March 4, 1923, and the act amendatory thereof and supplementary thereto are hereby amended as follows:

By inserting after the first paragraph of section 4 this additional paragraph:

"After June 30, 1926, any revised allocation approved by the board shall not be effective for pay purposes unless there is available an appropriation from which such revised allocation may lawfully be paid without incurring a deficiency."

By striking out section 7 and inserting in lieu thereof:

"SEC. 7. Increases in compensation shall be allowed upon the attainment and maintenance of the appropriate efficiency ratings, to the next higher rate within the salary range of the grade: *Provided*, That such advances to the next higher rate within the salary range of the grade shall not be made, in the case of any employee, more frequently than once in any fiscal year in grades 4, 5, and 6 of the professional and scientific service, or in grades 11, 12, and 13 of the clerical, administrative, and fiscal service, and not more frequently than twice in any fiscal year in grades 1, 2, and 3 of the professional and scientific service; in grades 1 to 10, inclusive of the clerical, administrative, and fiscal service, in any grade of the subprofessional and custodial services, or in grade 5 of the clerical-mechanical service: *Provided further*, That in no case shall the compensation of any employee be increased unless Congress has appropriated money from which the increase may lawfully be paid, nor shall the rate for any employee be increased

beyond the maximum rate for the grade to which his position is allocated. Nothing contained herein shall be construed to prevent the promotion of an employee from one class to a vacant position in a higher class at any time in accordance with civil service rules, and when so promoted the employee shall receive compensation according to the schedule established for the class to which he is promoted."

By inserting after section 14 a new section:

"SEC. 15. The head of each department each year shall prepare a report on the operation of this act in his department covering a yearly period ending on the 30th day of September. Such reports shall be forwarded to the Bureau of the Budget not later than the 15th day of October. They shall be collated and indexed in such bureau and shall be transmitted to Congress by the director thereof on the first day of each regular session. The reports shall show, by appropriation accounts and bureaus and offices, for each employee whose status was changed during such yearly period, the following data:

- "(a) Changes between grades—
 - "(1) The name of the employee and the designation of the position;
 - "(2) The service, grade, and pay rate before and after such change;
 - "(3) The method of such change, whether by reallocation, transfer, or promotion; and
 - "(4) The date of such change and the reasons therefor.
- "(b) Changes within grades—
 - "(1) The name of the employee and the designation of the position;
 - "(2) The service, grade, and pay rate on the first day of the yearly period (or the date of entry into the department, if subsequent thereto) and the last day of the yearly period (or the date of departure from the department, if prior thereto); and
 - "(3) Each change in salary rate, the date of such change, the efficiency rating of the employee, and the date of such rating.
- "(c) Such further information as the head of the department may deem pertinent to the report required by this section."

The classification act of 1923 directed that within the grades contained in the compensation schedules in the act the Personnel Classification Board should set up classes and write and publish specifications of duties for each such class. Department heads were then to allocate individual employees to their appropriate classes, being guided by the duties specifications, which allocations were to be subjected to review and revision by the board.

The Personnel Classification Board failed to set up these classes and to prescribe specifications of duties for the guidance of department heads in making allocations, but directed such allocations to be made to a series of general grades but loosely defined and not even following the language of the compensation schedules of the act. This has resulted in much confusion and manifest inconsistencies in the allocations. This naturally resulted in a large number of appeals, of which 9,000 are still undetermined.

Opportunity for the correction of such mistakes in initial allocations in justice ought to be afforded, and consequently the amendment to section 4 of the act does not take effect until after the end of the next fiscal year.

By reason of the absence of clear-cut specifications of duties to govern allocations the system is subject to abuses. If the pay roll of a division or bureau has been fixed in an appropriation bill, increases in salaries may nevertheless be granted favored employees by the subterfuge of revising their allocations to a higher grade in the compensation schedules, and without the restriction in the bill such increased salaries would automatically become effective even though deficiencies were thereby created. The very fact that this remedy has been proposed by the introducer of the bill demonstrates that in the present state of affairs there is need to check such a practice.

Had the provisions of the classification act been strictly followed, of course, there would be no need of this remedy.

The amendment to section 7 of the act limits promotions of employees to one a year in the case an employee receives more than \$3,000 annually and to two a year in the case an employee receives \$3,000 or less a year. Such a limitation was carried in the classification act when it originally passed in the House, and is deemed by your committee to be a reasonable provision.

The amendment to section 14 of the act requires the head of each department to make an annual report of all promotions, giving such details that the propriety of each promotion may be ascertained and any improper practices involved therein disclosed. This report is to accompany the request for appropriations to the Budget Bureau and is to be transmitted by the Budget Bureau to Congress with the estimates.

O

and the provisions of the classification act have been strictly followed of course there would be no need of this remedy.

The amendment to section 7 of the act limits promotions of an employee to one year in the case of an employee receiving less than \$3,000 annually and to two years in the case of an employee receiving \$3,000 or less a year. Such a limitation was carried in the classification act when it originally passed in the House, and is deemed by your committee to be a reasonable provision.

The amendment to section 14 of the act requires the head of each department to make an annual report of all promotions, giving such details that the propriety of each promotion may be ascertained and any improper practices involved therein disclosed. This report is to accompany the request for appropriations to the United States and is to be transmitted by the United States to Congress with the estimates.